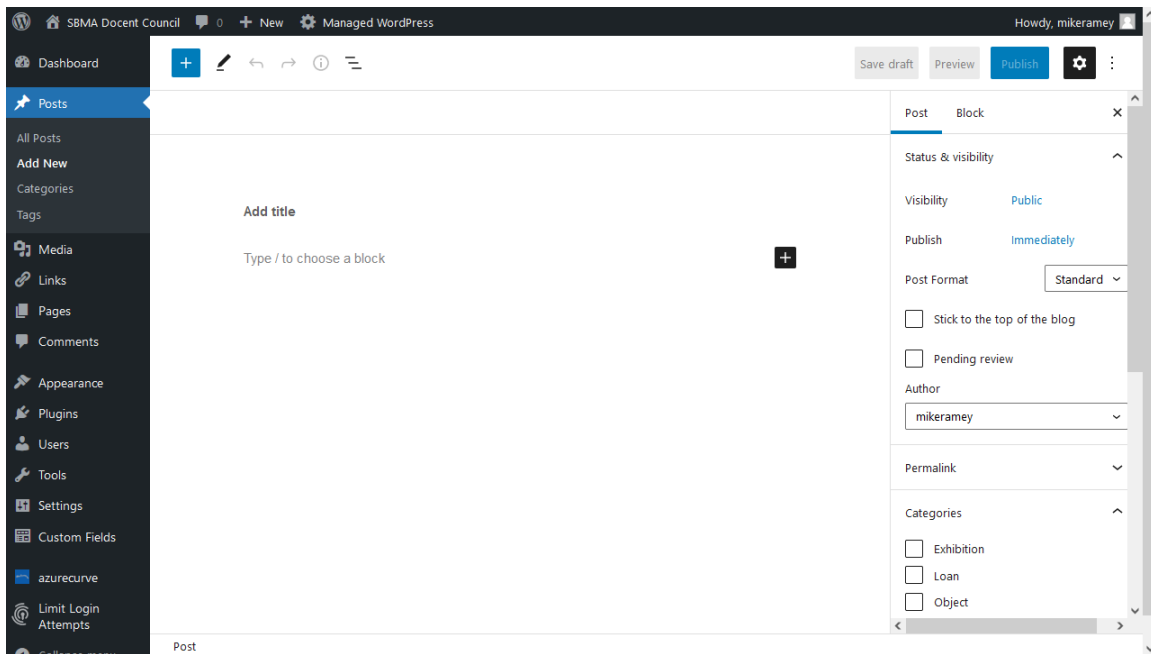# Art Object Data Entry (Gutenberg)
6-28-2022

1. First check to see if a post already exists for this work. If so, you will just have to edit the existing post. Otherwise, your first step will be to save the images you will be using onto your hard disk.

2. To initiate a new post, from the Dashboard scroll over *Post*s then *Add New* and click to bring up the Add New Post screen.

The cursor will be blinking on Add Title. Type in your title but do not press Enter.

In most cases you will enter the artists Last Name followed by a dash then the Title. If we have more than one artist with the same last name, follow the last name with a comma and the artist's first name. If it is a Docent Research Paper, place an R in parentheses at the end. Some works will come with an additional foreign language title. The second title will appear in parentheses however the order varies by collection.
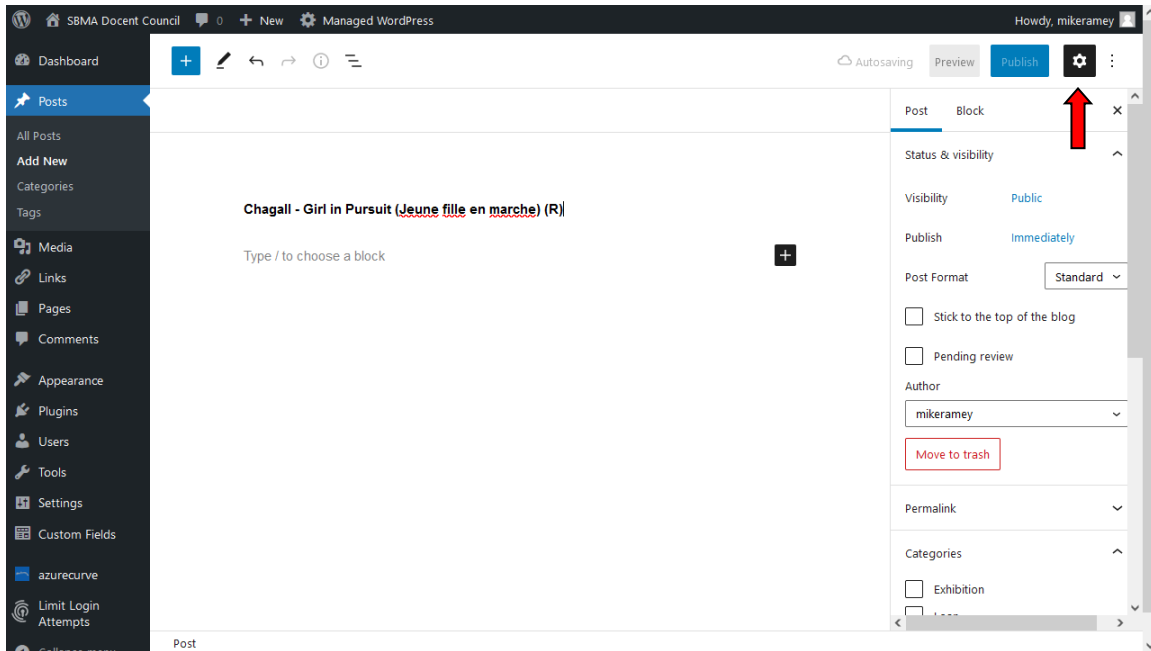
For Contemporary, Latin American, and Photography:
   Foreign Title First (English Title Second)
For everything else:
   English Title First (Foreign Title Second)

Example: Chagall - Young Girl in Pursuit (Jeune fille en marche) (R)

If the right sidebar is not visible, click the **Settings Icon** to bring up the sidebar. The first line of the sidebar indicates whether it is in Post or Block mode. The active mode is underlined in blue. If you are not already in Post mode, click **Post** to get the content shown above.
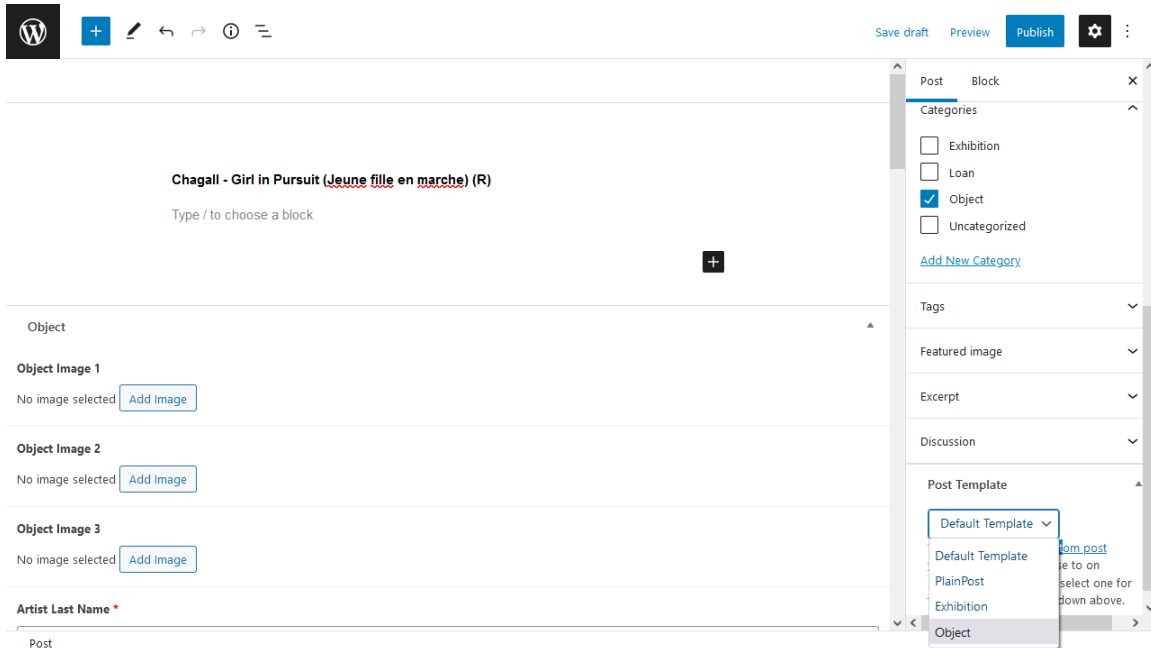

3. Scroll down the sidebar until you come to the box titled **Categories**. If the work is owned by SBMA, click **Object** and the special data entry screen for art objects will become visible, otherwise click **Loan** and the same thing will happen, but the system now knows the work is a loan as opposed to a work we own.

Now go down to *Post Template*, click the down arrow on the *Default Template*. Select *Object*. (The *Loan* category also uses the *Object* template).

The SBMA website, Collections menu, is a great source for titles, images and other title card details. Use the *Search* feature toward the bottom of the left column to find your artist and work. In the event no English title is to be found there, we may create our own. Enter the Foreign title into your browser and search the web to find translations, even if for things other than art. Our goal is to not force docents to pronounce foreign titles in languages they do not speak.

SBMA has disabled the copy function for images, but there is another way to get them. First click on the image to expand it to the largest size available. Then use a separate snipping tool to scrape the image off of the screen. The PC tool is called *Snip & Sketch* and can be accessed by clicking on the Start menu in the lower left corner of the task bar. In the following example three images, one from SBMA and two from browsing the internet, were saved to the WordPress folder as JPGs.
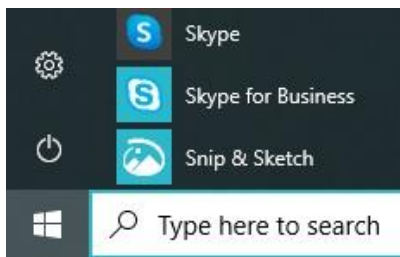
4. The next step is to load in your image. Go to Object Image 1 and click *Add Image*.
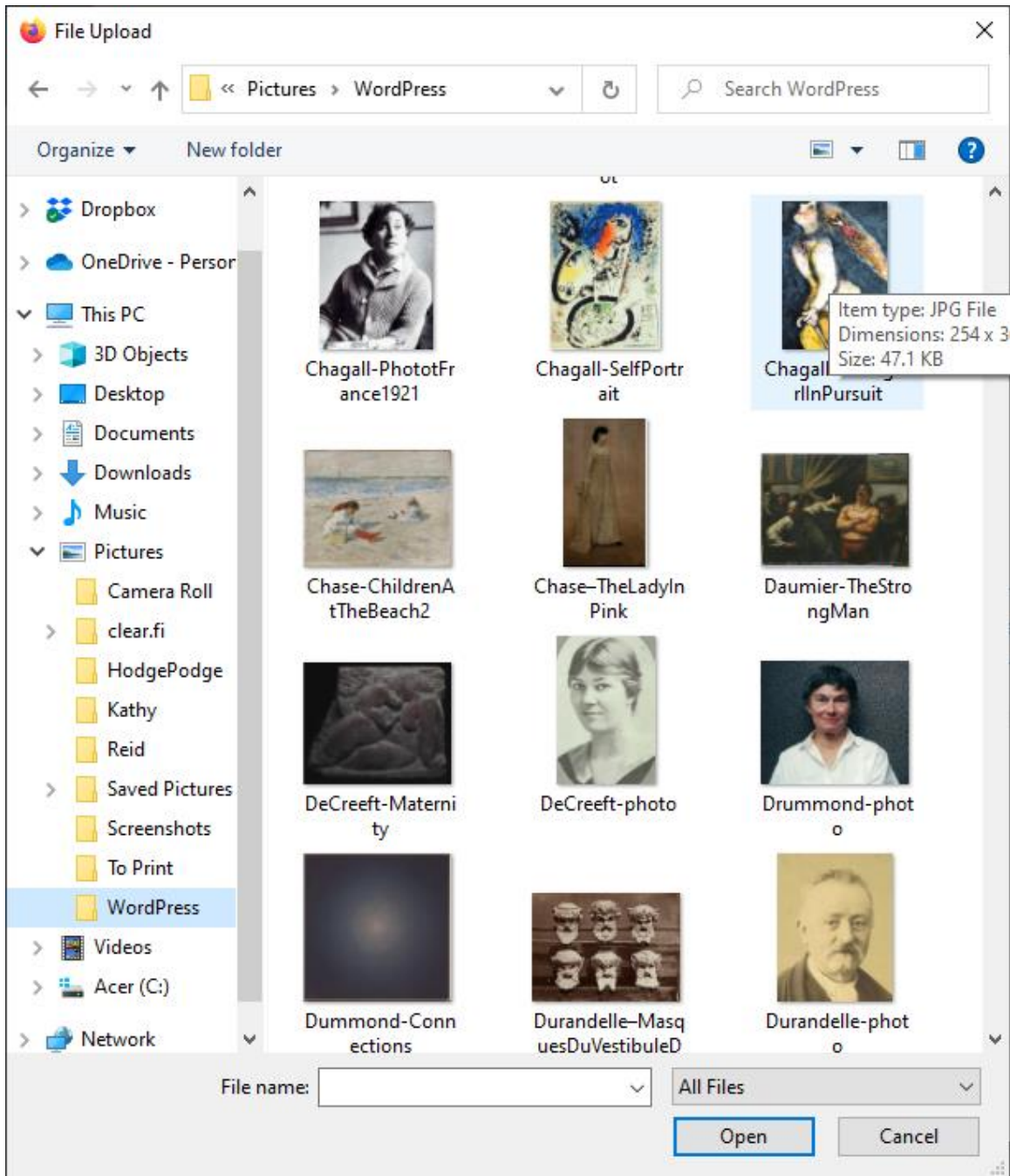
The Select Image pop-up will allow you to select from the Media Library or to Upload files. To upload an image, click *Upload files*. You will be allowed to do only one thing. Click on *Select Files*. This will pop up a tool that will allow you to navigate to your image. Click on the desired image so it is highlighted then click *Open* at the bottom of the screen.
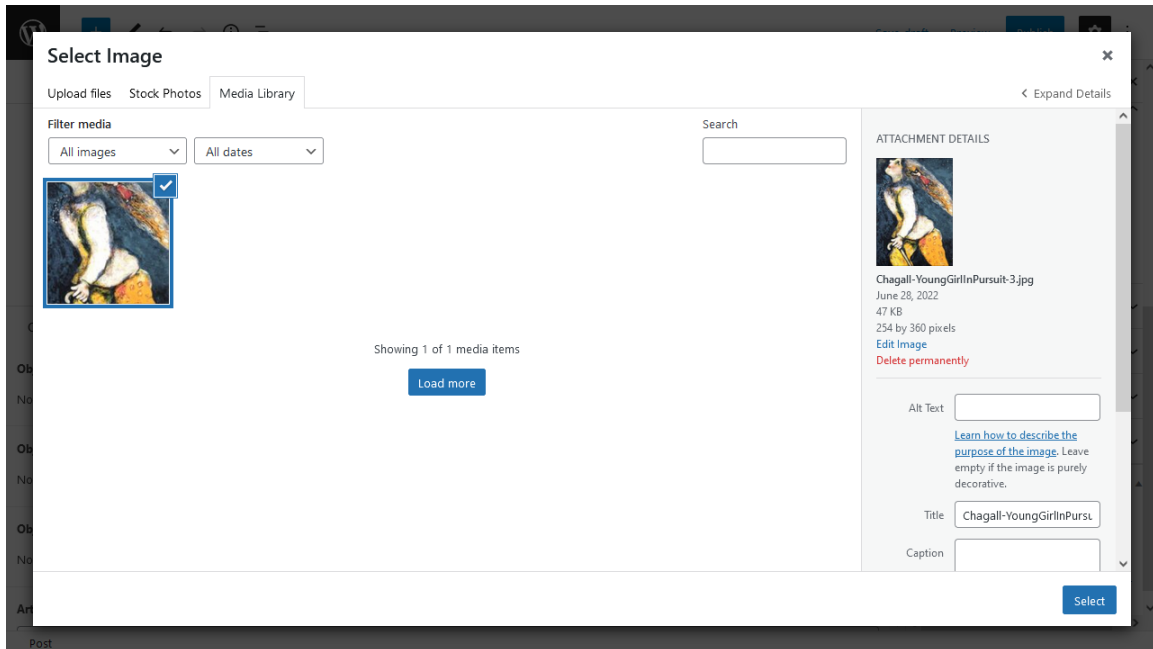
This will return you to the Select Image screen but now back in the Media Library with your new image at the top. Click **Select** in the lower right and you will be returned to the data entry screen with the new image now loaded into Object Image 1.

Note in the example that all blanks and special characters have been omitted from the file name. This is because WordPress will strip out all special characters when it creates its own internal link to the file and replace them with hyphens. You will get a more readable link if you control this in the first place by capitalizing words that you would not ordinarily capitalize, e.g., Chagall-YoungGirlInPursuit. This allows us to control where the hyphens go. (This standard becomes more important when we want to identify a file by its path through the menu, e.g., Business-BoardRoom-Minutes-2018-June.)

Object Image 2 and 3 are not required. They will be displayed as thumbnails to the right of the primary image and can be used for additional views of sculptures or for details of the primary image.

5. The next group of data entry fields are about the artist:
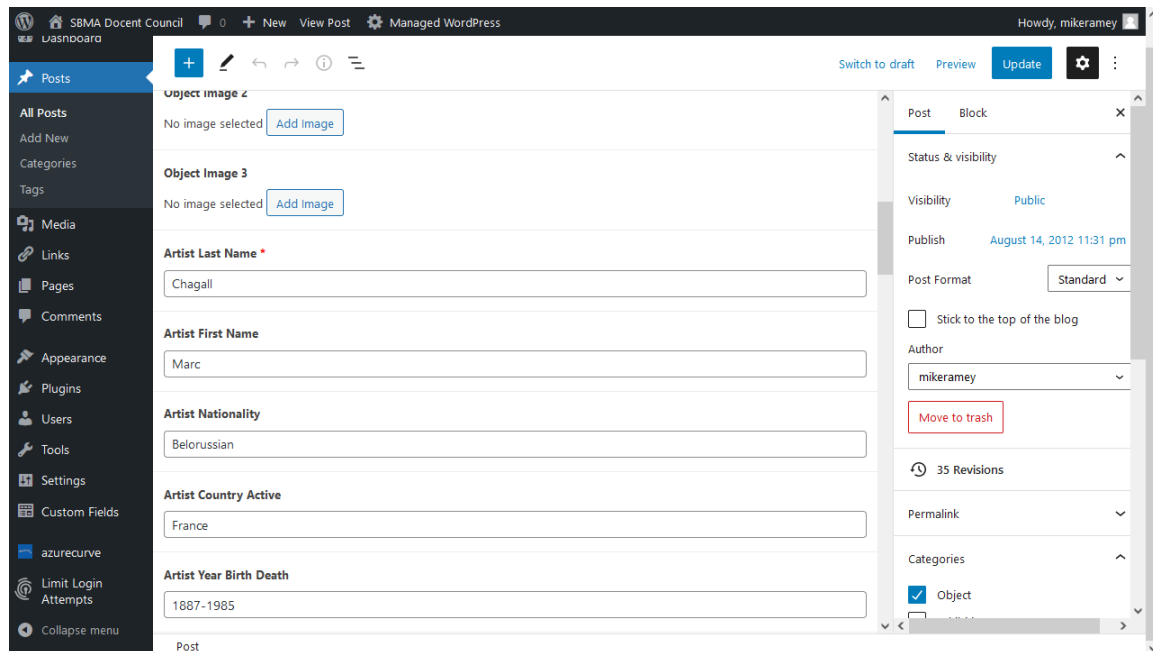
Artist Last Name is required. If not known enter *Unknown*.

Artist First Name is optional.

Artist Nationality is expressed as a nationality, not a country
    American is correct, *USA* is incorrect

Artist Country Active is expressed as a country, not a nationality
    USA is correct, *American* is incorrect

Artist Year Birth Death must always begin with a number, typically *ccyy-ccyy*
    If the artist is still living enter the birth year followed by a dash:
        ccyy- is correct, *b. ccyy* is incorrect
    If the dates are uncertain:
        ccyy-ccyy ca. is correct, *ca. ccyy-ccyy* is incorrect
    All dates prior to 1000 CE should begin with the century rather than exact date:
        2nd c. CE is correct, *150-200 CE* is incorrect
        2nd c. CE, 1st half is correct, *1st half of 2nd c. CE is incorrect*

    The purpose of these conventions is to facilitate searching for all works in a
    particular date range by comparing the initial text to a target text, so the year or
    century must always come first and the two cannot be intermingled.

6. The next group of fields are about the art object:

Object Title is required. Will be italicized when displayed. Note that the (R) is not included if it is a research paper.

Object Date follows the same rules as **Artist Year Birth Death.** If the date spans more than one year, show both sides of the date to include century.
        1901-1902 is correct, **1901-2** is incorrect

Object Medium is required and is free text, all lowercase except for proper nouns

Object Dimensions are free text: height x width (x depth if three dimensional) in. We want only the overall image excluding the frame, and only in inches.

Acquisition/Provenance is free text and should begin with SBMA, if it is an object we own and not a loan.

Acquisition Number is free text and is left blank for loans

Collection is required. Click the down arrow on the right to pop up the pick list. If none of the terms apply, select **Other**

Object Type is required. Click the down arrow on the right to pop up the pick list. If none of the terms apply, select **Other**

7. The next item is an image with a caption
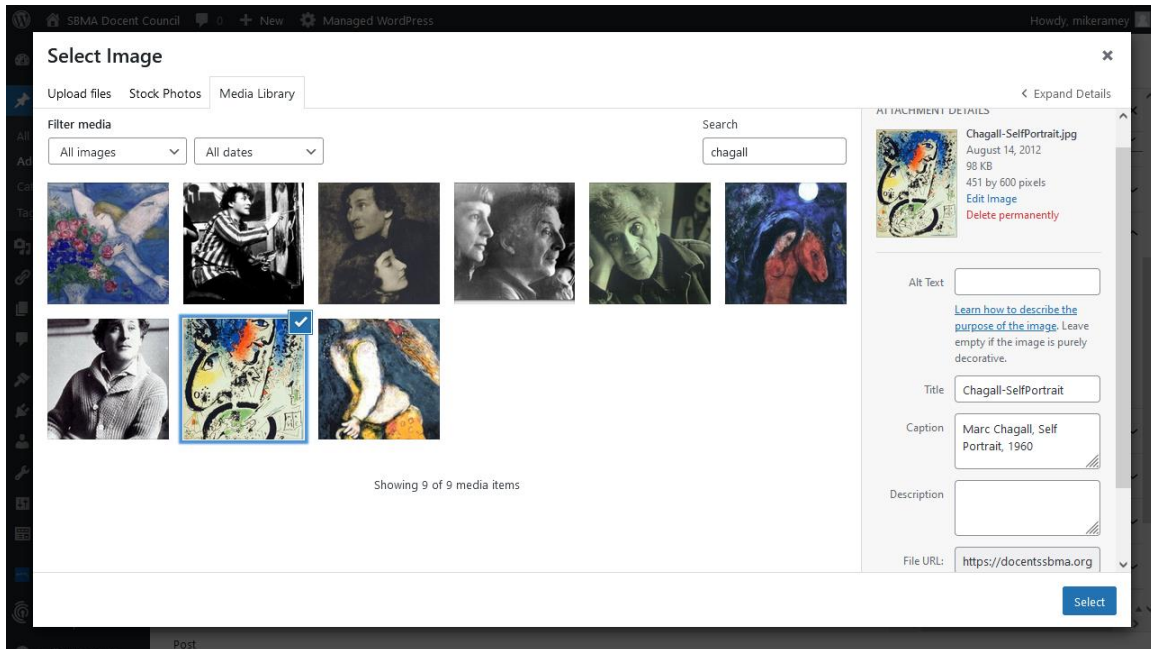
Object Image 4 will usually be a portrait of the artist, where possible a self-portrait, where possible close in age to the work itself. It may be associated with the quote field that immediately follows it.

Saving the image to your hard drive is described on page 2. You will begin entering it into WordPress the same way you did the primary image on page 3, but this time there will be an additional step.

In the Attachment Details on the right there is a data entry box titled Caption. Click into that box to enter the reference to the image as you wish it to appear in the ***Caption*** field.

This will typically be the artist's first and last name, the title of the work, and the date. It will be displayed immediately under the image, e.g., Marc Chagall, Self Portrait, 1960.

Note that the Quote textbox to follow will not have a heading when it is displayed, so under certain circumstances you may want to use the Object Image 4 and Quote fields for something else that seems more useful.

For example, in the case of John Singer Sargent's *Perseus at Night*, you might deem it more useful to display an image of Cellini's original 16th century sculpture that Sargent so admired and accompany it with explanatory text.

8. Six optional text boxes will display their heading and content in the final publication only if they contain data.
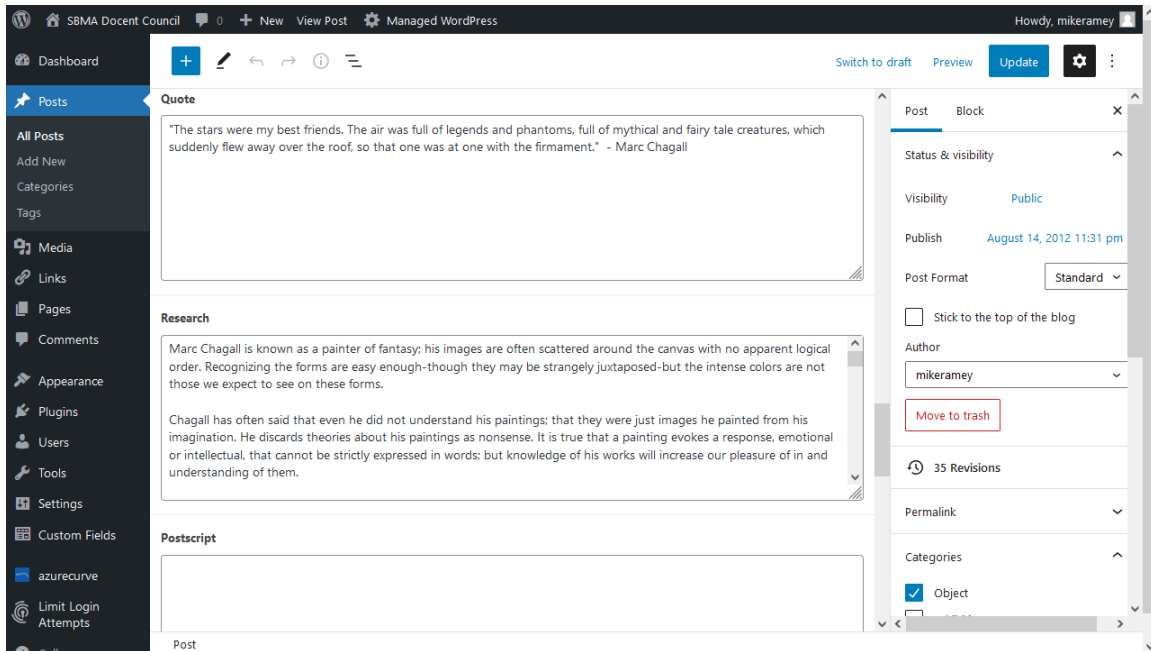
Quote should include quotation marks on both ends and should be attributed. It would most often be by the artist, but might also be by another artist or poet who was a close friend of the artist. Complete with a dash and the author of the quote, be it the artist or someone else.

Research is where the body of the Research Paper will go. All research papers must include a bibliography. If a Research Paper is added to a post that had previously contained Comments, the Comments may be removed if duplicative or retained if they contain material not found in the Research Paper.

Postscript is for subsequent research. It may clarify some aspect of the Research Paper. It must be related directly to the Research Paper and should conclude with a scholarly attribution. Care must be taken to ensure that these updates are thoughtfully written and respectful of the original research.

Object Image 5 is optional if you want an additional image to go with Comments. A caption should be included as in Object Image 4.

Comments is below Object Image 5 and is for text that is not directly related to the Research Paper. It may be used with or without Object Image 5. One crucial use of this area will be for other sources of curatorial information in the absence of a Research Paper.

Guide by Cell is optional if one has been authored for this work.

SBMA Curatorial Labels is optional if you have label information. These may accumulate over time in which case the most recent should be added at the top and the labels ordered from most recent to oldest.

9. Only if there is content in the *Research* field, make the text of searchable. First highlight the entire text of the *Research* field then copy it into your clipboard by pressing <CTRL> C.
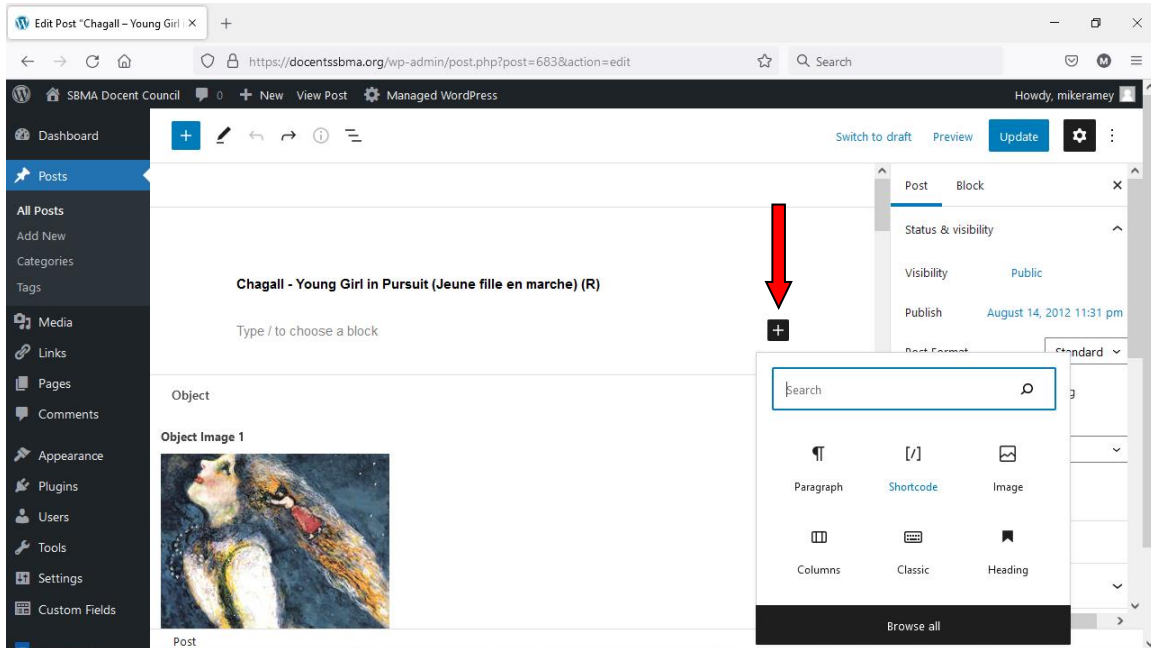
Scroll to the very top of the post and click the Add block icon. Select the Shortcode icon from the pop-up. If it is not one of the six visible choices, click *Browse all* at the bottom of the pop-up. Scroll down the pick list to the **Widgets** section, about a third of the way down, and click up *Shortcode*. A special Shortcode window will pop up.
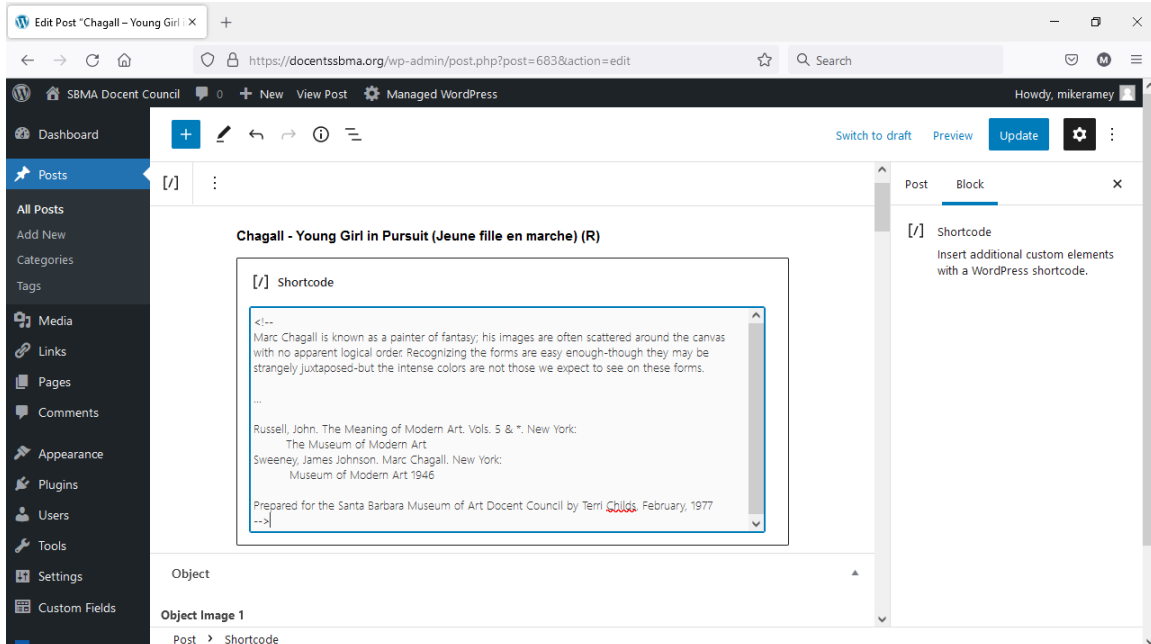
Enter *<!--* into the first line.
Type <CTRL> V to copy the text from your clipboard.>
Enter *-->* into the last line.

This will make a duplicate copy of the text searchable by WordPress. (It is not searchable from within the *Object* Custom Form.)

10. **ESSENTIAL FINAL STEP** - Save your work.

Scroll to the upper right corner of the post.

Click *Preview* and select *Preview in new tab* to review your work and make revisions if necessary. The preview will come up in a new window. Close this window to return to your Edit Post screen. If *Preview* fails, save your work with *Save Draft*, *Publish* or *Update* as appropriate, then go back and review the new text separately.

If everything is ready to go, click *Publish* (or *Update* if has already been published).

If it's only partially completed, click *Save Draft*

You can work on it in draft form for as long as you like, but you have to click *Publish* before it will be visible to users. Once it has been published, the *Publish* button will change to *Update*.

Beware of the red *Move to Trash* button. It doesn't undo your most recent changes. It permanently destroys the entire post.